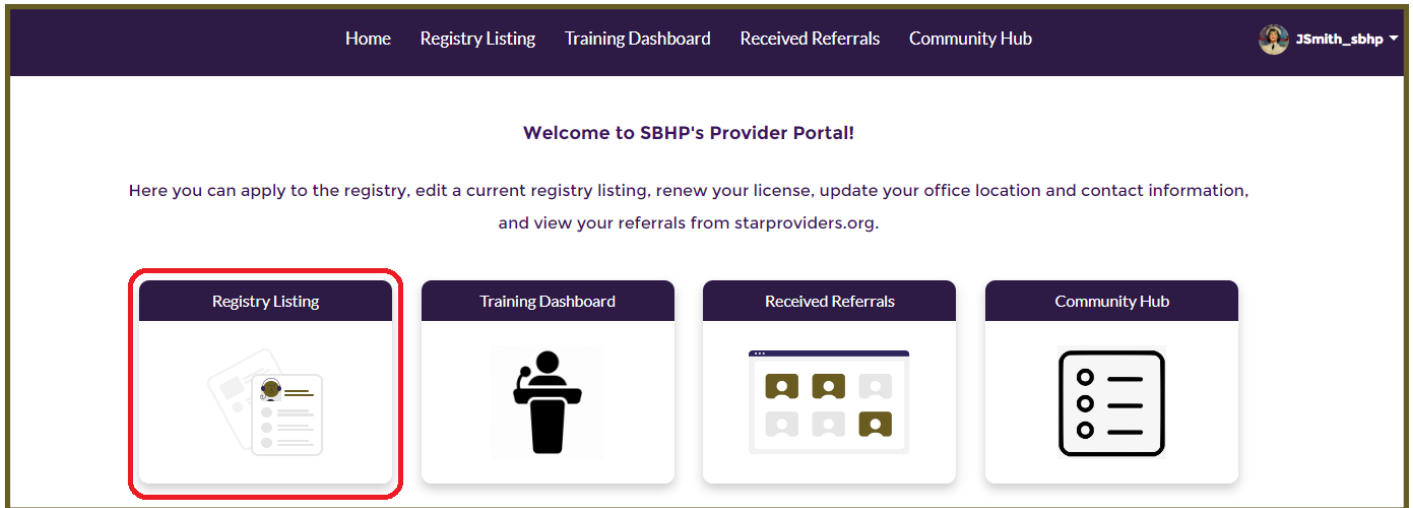# How to Update License Information

To remain in good standing on the Star Providers directory, it is a requirement that providers update their license information whenever it is renewed or changed. Follow these instructions to update your record.

1. To begin, log in to the Provider Portal. From the Portal welcome page, select "Registry Listing."

2. On the menu along the left, click on "Licenses". If you are renewing a license, do not add a new license. Simply select Update next to the license you are renewing.
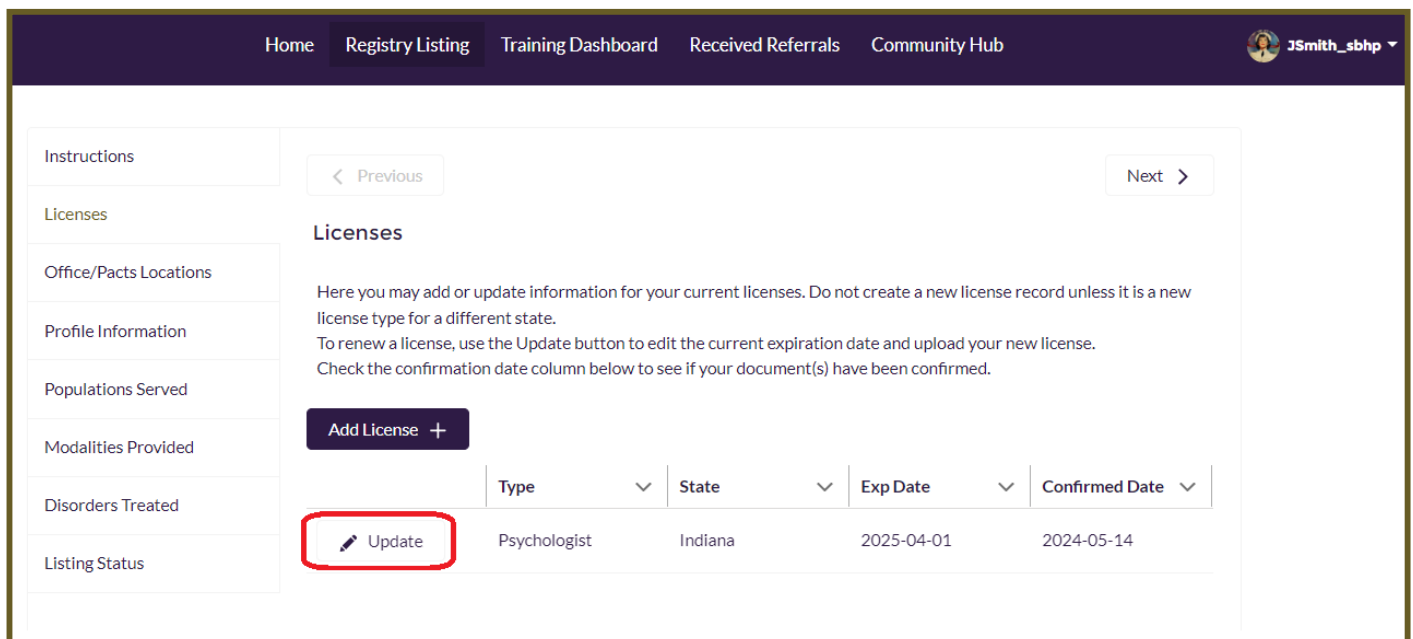
3. Upload your new license and enter the expiration date along with any other license details. Once completed, click 'Save.'

If you have questions, feel free to contact our Star Providers Support Team for your specific state.

All states except Indiana and Ohio: **SBHPSupport-ggg@usuhs.edu**

Indiana: **SBHPadmin@purdue.edu**   Ohio: **Ohioadmin@starproviders.org**